



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-8579.

Position:

Field Representative

Position #:

917-195-9613-036

917-195-9613-037

Salary Range:

\$10,994 - \$13,721

Issue Date:

March 27, 2025

Final Filing Date:

April 11, 2025

Contact:

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Location:

Board of State and Community
Corrections

2590 Venture Oaks, Suite 200
Sacramento, CA 95833

Individuals who are currently in this classification; eligible for lateral transfer; or reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application.

Failure to do so may result in your application not being considered.

Submit application package electronically via CalCareers or to the address below:

STATE CONTROLLER'S OFFICE
Human Resources
ATTN: Classification Unit – IG
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-195-9613-036/037. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

The following link outlines a summary of benefits available to state employees: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

In accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

Scope of Position:

Under general direction of the In-Custody Death Review Director, the Field Representative conducts reviews of in-custody death investigations; conducts inspections of local detention facilities to evaluate compliance with policy, regulations and statutes; plans and completes complex studies, research, and special projects; and provides technical assistance to local detention facilities.

Rotation of assignments and divisions may be required to readjust workload. Traveling to meet the needs of the assignment is required.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- **Review of In-Custody Death Investigations** – Request and review all pertinent information related to in-custody deaths occurring in local detention facilities. Analyze available information, including investigative documentation, for each in-custody death to determine if additional information or documentation is necessary to develop findings and recommendations. Plan, organize and conduct on-site inspections of local detention facilities within the scope of in-custody deaths and compliance with Titles 15 and 24 Minimum Standards. Write clear and concise multi-page technical reports documenting facility inspection and in-custody death review findings, and specific and customized recommendations to the sheriff or administrator regarding improvements to facility operations, policies, procedures, and practices, facility upgrades, staffing considerations, the delivery of medical and behavioral health services within local detention facilities, and operational and capital funding requirements. Review local detention facility response to recommendations, including timelines and cost of recommendation implementation, to determine if additional review is necessary, if additional information is required from the agency, or if the facility administrator should respond to the BSCC Board. Monitor local detention facilities through ongoing communication via telephone, e-mail and site visits to facilitate ongoing compliance with minimum standards or

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corrective action plans. Organize and participate in preconstruction meetings with agency partners involved in the planning, design, construction or remodel of a local detention facility. Attend and participate in local detention facility administrators and managers organizational meetings to provide access to information and technical assistance. Review and provide written response to correspondence related to in-custody deaths and other related incidents.

- **Policy Development** - Formulate regulations, policies, procedures and guidelines on a variety of issues related to local detention facility operations and in-custody death. Develop, revise and promulgate minimum standards for local detention facilities. Monitor and evaluate emerging national, state, and local programs and "best practices" in a systematic manner to develop effective policy and capitalize on new opportunities. Analyze complex corrections issues, programs and legislation, and present information, alternatives, and policy recommendations to the Legislature, BSCC Board, local governing bodies and other entities. Prepare bill analyses, issue memos and other written documents to effectively explain and convey the impact of proposed legislation and administrative actions on corrections programs.
- **Mediation and Facilitation** - Facilitate meetings, task forces, executive steering committees, work groups and advisory groups on issues related to the BSCC's mission and goals. Mediate disputes concerning local, state and national standards and court decisions as they impact BSCC programs. Provide a link between local, state and federal interests. Collaborate with federal, state and local agencies. Make determinations on difficult, politically sensitive state and local corrections problems to avoid or reduce possible litigation. Establish and maintain cooperative relationships with partner agencies and organizations, constituents, organizations and governing bodies impacted by the BSCC's mission. Actively participate in conferences, meetings, or hearings involving problems or issues of considerable consequence or importance to achieve a common understanding of the problem and thereby develop a satisfactory solution by either convincing individuals, arriving at a compromise, or developing suitable alternatives.
- **Technical Assistance and Outreach** - Advise, consult and provide technical assistance to local agencies impacted by BSCC operations. Train local detention facilities on BSCC minimum standards and effective methods for compliance. Advise and direct state and local decision makers on correctional issues under BSCC's purview. Provide local detention facilities with information to optimize their operations and accomplish their primary purpose in an effective manner. Determine objectives, set priorities and schedule activities to ensure the appropriate and timely delivery of services. Prepare and deliver agenda items and presentations for board meetings, task groups, management reviews, subject matter conferences and other meetings and working groups.
- **Research and Special Studies** – Plan, organize, direct, implement and review comprehensive needs assessment surveys, organizational studies, and program reviews and write reports on findings. Write clear and concise reports related to statewide analysis of in-custody deaths in local detention facilities. Evaluate the needs of local detention facilities, research feasible and innovative solutions to identified problems and issues and recommend appropriate solutions. Prepare plans and proposals that meet the needs of local detention facilities while maintaining BSCC organizational credibility and program

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responsibility. Respond in a flexible and timely manner to the BSCC Board and management team on a variety of special assignments and issues.

- **Subject Matter Expert** - Testify as an expert witness before boards of supervisors, city councils, grand juries and state and federal courts. Serve as a subject matter expert before state and local government and law enforcement groups, detention organizations, commissions, task groups, and community and advocacy groups.
- **Other Duties** – Perform other Field Representative related duties such as data collection and analysis, development of training plans, legislative analysis and other tasks that may arise that are critical to the successful administration of BSCC's programs.

Desirable Qualifications:

- Able to review, interpret, and analyze complex information to plan projects and assignments, make informed decisions, recommendations for action, and propose solutions to problems.
- Ability to make independent, sound, and ethical decisions regarding highly sensitive matters and maintain confidentiality.
- Able to communicate complex and sensitive information clearly, concisely, confidently, and with tact, sometimes in intense situations, to both members of the public and government organizations.
- Able to draft complex and sensitive reports containing recommendations for facility operations to local detention facility administrators in an accurate, clear, concise, and well-organized manner. Such reports must also be comprehensible to members of the public.
- Able to interact effectively with a wide range of individuals and groups, including law enforcement officials, family members of recently deceased people, community and advocacy groups, and BSCC Management Team and colleagues. Must have empathy when communicating with family members of recently deceased people.
- Able to work independently to prioritize and complete tasks, organize workload, multi-task, work well under pressure, and exercise initiative and adaptability.
- Possess excellent organizational skills and attention to detail.